

# Grades K, 1, 2, 3, 4

Adopted 2006

## Definition and Identification of Information Needs

### **Students will define their information needs and identify effective courses of action to conduct research and solve problems.**

Clearly restate the scope and criteria of a task (such as time line, length, audience and presentation mode) with minimal prompting

Identify existing knowledge and, with assistance, list areas where more information is needed

Understand an essential question related to a topic of interest or assignment, with assistance

Identify, locate and use appropriate print, non-print and/or digital resources available through the school library media center, with assistance

Describe a course of action for addressing an essential question and completing the task, with prompting

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## Information Strategies

### **Students will understand and demonstrate information skills and strategies to locate and effectively use print and non-print resources to solve problems and conduct research.**

Use the online catalog (or card catalog) to identify materials by author, title or subject, including cross references and locate resources in appropriate areas of the library media center (e.g., easy section or reference)

Use menus, icons and links to access and use digital media to conduct basic research

Locate and use table of contents and index in nonfiction materials

Identify print and non-print characteristics, organizing features (e.g., table of contents, index), and purposes

Select appropriate resources from a variety of media formats, understanding that information is stored and accessed in different ways

Identify and use print and non-print reference sources (atlases, almanacs, encyclopedias, dictionaries, etc.)

Use information presented graphically (e.g., pictures, captions, diagrams or labels)

With assistance, identify and begin using age-appropriate search engines and directories

Identify key words for searching for information, with assistance.

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## Information Processing

**Students will apply information from a variety of sources and formats using evaluative criteria to interpret, analyze, organize and synthesize both print and non-print material**

Identify appropriate sources of information for a specific purpose

Use criteria to judge the relevance, credibility and completeness of both print and non-print information

Organize, analyze and synthesize information into related categories, with assistance

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## Application

**Students will use appropriate information and technology to create written, visual, oral and multimedia products to communicate ideas, information or conclusions to others.**

Select and use appropriate software and hardware to organize, analyze, interpret information, and present conclusions

Use appropriate technology(s) and format(s) to clearly present information gathered from a variety of print and non-print resources

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## Technology Use

**Students will operate and use computers and other technologies as tools for productivity, problem solving and learning across the content areas.**

Use basic operational features of school hardware (accessing programs, input devices, printing, output devices, keyboard, etc.)

Use content-specific technology tools and software

Demonstrate the use of the keyboard and mouse

Demonstrate the ability to use basic features (entering information/data, editing, calculating, manipulating text, sound and graphics, saving files) of personal productivity software

Work cooperatively with peers and others when using computers and other technologies

Identify common hardware and software problems and seek assistance

Understand that technology tools are constantly changing

Describe ways the computer is used to help people work, learn and play

Distinguish among different technologies and their uses

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**Responsible Use****Students will demonstrate the responsible, legal and ethical use of information resources, computers and other technologies.**

Practice proper and ethical use and care of print and non-print information resources, computers and other technologies

Give citation credit to original sources when using or transmitting information to others

Demonstrate an understanding of the concept of ownership of ideas and information by respecting and observing laws and/or guidelines for using print and non-print information, software, hardware and networks

Adhere to the district's acceptable use and copyright policies

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**Assessment****Students will assess the effectiveness of their information and technology choices for problem-solving and communication.**

Assess whether the process and information gathered was both relevant and complete in response to the assigned task

Assess whether their products meet established standards for process, product and presentation